

Indiana Department of Education Budget Workshop June 2015 Indianapolis, Indiana

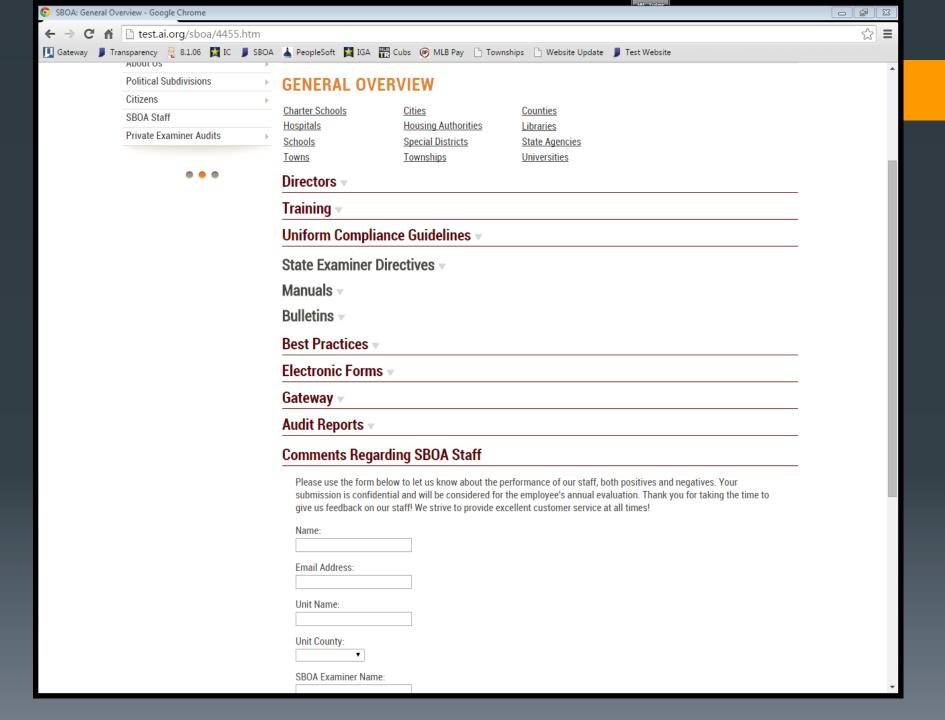
State Board of Accounts

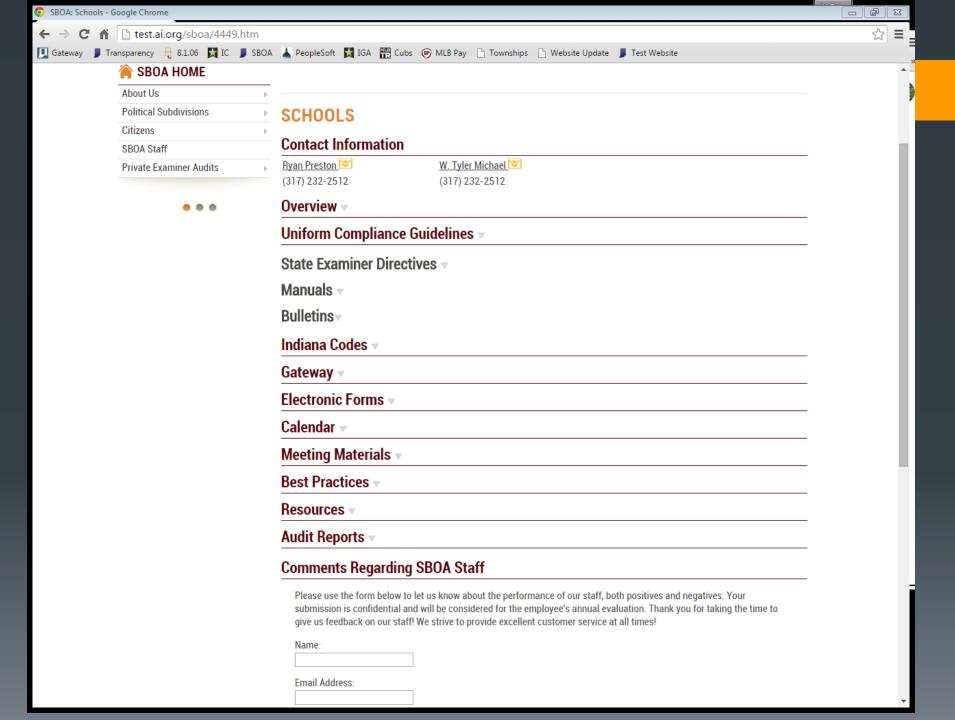
Contact Information

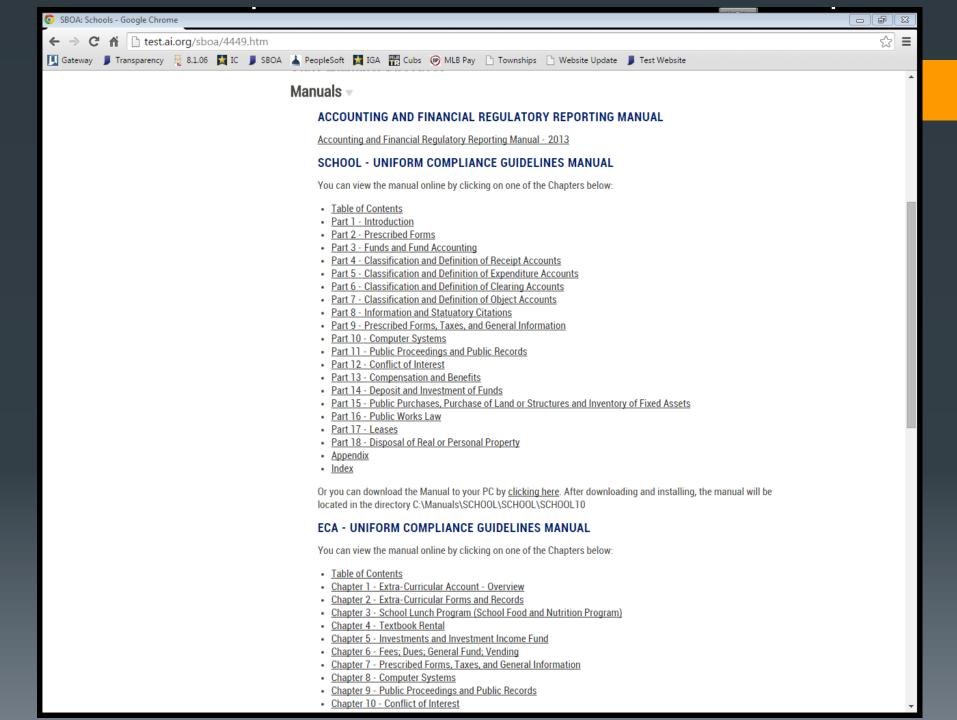
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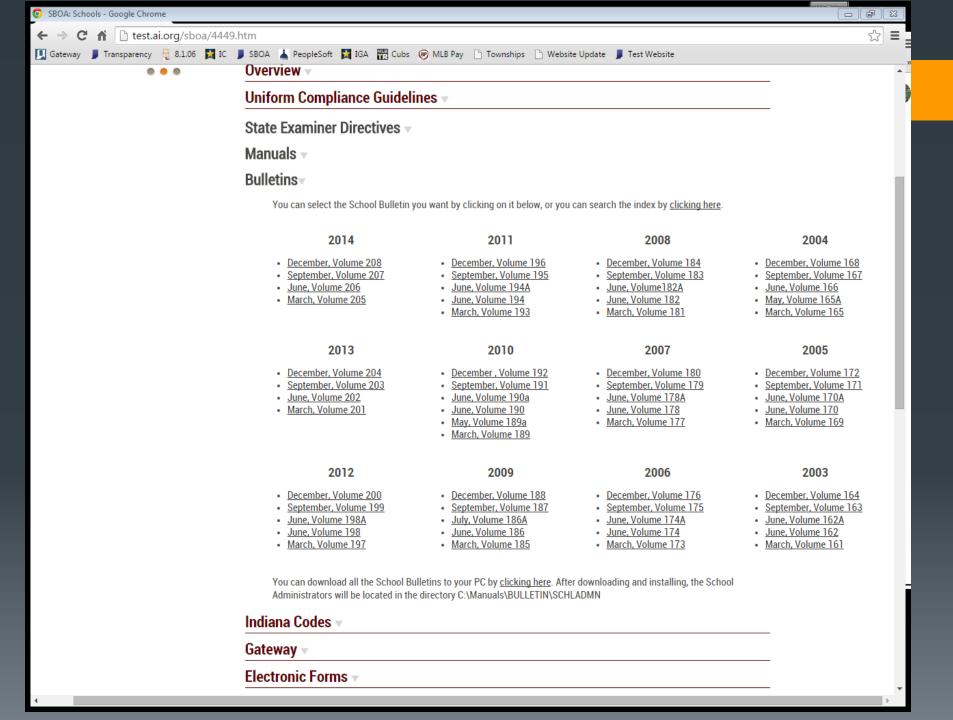
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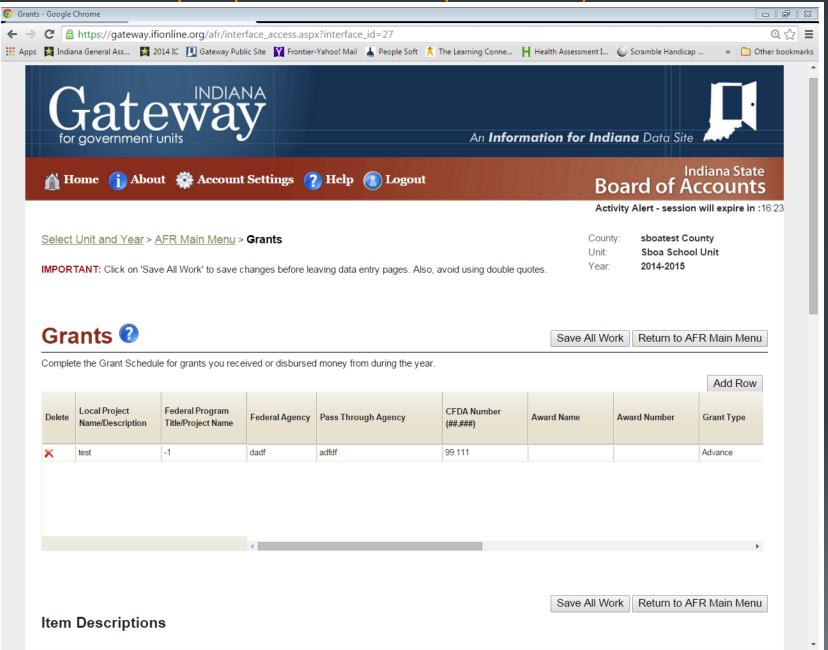






Gateway Reports Reminder

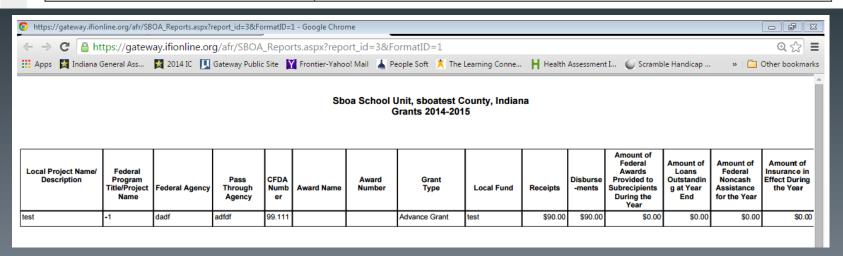
- Gateway Annual Financial Report is required as part of IC 5-11-1-4
 - "Sec. 4. (a) The state examiner shall require from every ... local governmental unit ... financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under IC 5-14-3.8-7."
 - Penalty for not complying is DLGF will not "approve" budget or additional appropriations for subsequent periods.
 - Answers to "Unit Questions" dictate what portions are required to be completed.
 - Grants section requires complete and accurate information to avoid a federal finding in subsequent reports.

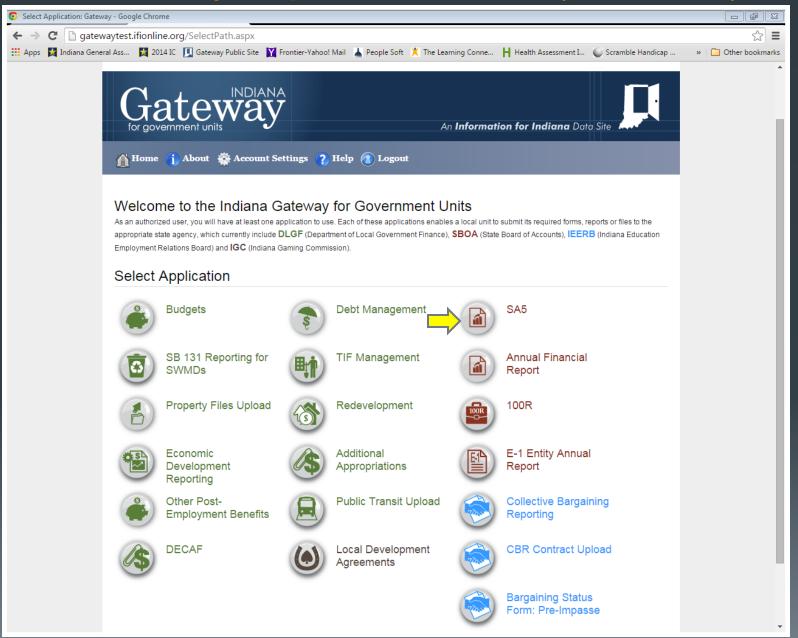


Annual Report Outputs 1

These reports are available for you to view, print or download at your convenience. The content will change if/when you change or add additional information into the system.

Report Output Format: PDF ▼	Select the output method for the report that you prefer. Choices include Adobe PDF or Microsoft Excel Format
Capital Asset Statement	Lists the Capital Assets (land, building, equipment, etc) as of the end of the year.
Beginning & Ending Cash Balance Comparison	Lists funds that have a beginning balance that does not match the previous years ending balance.
Beginning & Ending Investment Balance Comparison	Lists funds that have a beginning balance that does not match the previous years ending balance.
<u>Debt Statement</u>	Lists the units debts, by debt class.
Financial Assistance to Non Governmental Entities	Lists the detailed financial assistance to non governmental entities.
Grant Schedule	Lists the detailed grant information.
<u>Leases</u>	Lists the amount of lease payments in force as of end of year
Schedule of Officials	Printable output of your Schedule of Officials.
Unit Questions	Lists the unit questions that are required at the beginning of the annual report process. Answers to these questions determine the information required for you to complete your annual report.
Pension	Unit reported pension information here.





- The Gateway Extra-Curricular Accounts application is considered part of the Gateway Annual Financial report that is required per IC 5-11-1-4.
- Public Law 181-2015 requires the SBOA to develop risk based criteria and then determine the frequency of examination based on an analysis of the information collected.
- Corporation Treasurers will be assigned "submitter" roles.
 They can decide to designate ECA Treasurer to be given "editor rights" to input the information.
 - Send request to <u>gateway@sboa.in.gov</u> include name, email address, school corporation name, and ECA name.
- If all information is inputted then ECA Treasurer will have the ability to print out and distribute the SA-5 report required by IC 20-41-1-3.



Indiana Gateway for Government Units is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens. It represents a unique partnership between the State of Indiana and the Indiana Business Research Center at IU's Kelley School of Business, with initial support from the Lilly Endowment and sustainable support from the State of Indiana.



Participating state agencies currently include the Indiana Department of Local Government Finance, the State Board of Accounts, the Indiana Education Employment Relations Board and the Indiana Gaming Commission.

Need Help? Email: Technical Support or the State Board of Accounts

- The Gateway 100R report is require per IC 5-11-13-1
 - "Sec. 1. (a) Every ... school official ... shall during the month of January of each year prepare, make, and sign a certified report, correctly and completely showing the names and business addresses of each and all officers, employees, and agents in their respective offices, departments, boards, commissions, and institutions, and the respective duties and compensation of each, and shall forthwith file said report in the office of the state examiner of the state board of accounts. The report must also indicate whether the political subdivision offers a health plan, a pension, and other benefits to full-time and part-time employees... The certification must be filed electronically in the manner prescribed under IC 5-14-3.8-7."
 - Penalty for not complying is DLGF will not "approve" budget or additional appropriations for subsequent periods.
 - All employees should be listed including school board members, athletic coaches, ECA sponsors, etc.

Public Law Changes for 2015

www.in.gov/legislative/

Public Law 230-2015
Senate Enrolled Act 393
Public official surety bonds
Amends IC 20-26-4-5

- Effective July 1, 2015 and January 1, 2016
- Requires certain public employees and contractors that have access to public funds to file a bond. Provides for purchase of a blanket bond that includes aggregate coverage.

Public Law 213-2015 House Enrolled Act 1001 State biennial budget Adds and Amends numerous Indiana Codes - Effective July 1, 2015 and January 1, 2016

- Places a cap on the number of adult learners that are to be funded in each state fiscal year. Provides for the determination of state funding of public schools for state fiscal year 2015-2016 and state fiscal year 2016-2017. Allows school capital projects funds to continue to be used for utilities and insurance until July 1, 2017. Urges the assignment to a study committee of topics concerning school capital projects funds. Extends the school performance grant program through the 2016-2017 school year, and makes changes in the calculation and use of the grant for stipends to teachers. Permits teachers to receive a supplemental amount for completion of certain master's degrees. Provides that a school corporation must consider certain factors in developing a performance evaluation model. Repeals the statutes establishing the education roundtable and makes conforming amendments.
- Increases the fee for taxing units for state board of accounts audits from \$45 per day to \$175 per day. Specifies that the fee for state colleges and universities is the direct and indirect cost of an examination (now \$83 per hour). Permits a state college or university to have its examination performed by an independent certified public accounting firm. Provides that fees collected for audits are to be deposited in the state board of accounts trust and agency fund. Makes the fund a dedicated fund that can be used to cover expenses of doing audits.

Public Law 181-2015 House Enrolled Act 1104 Financial examinations and the state board of accounts Adds and Amends Numerous Indiana Codes - Effective July 1, 2015

 Permits the state board of accounts to determine the frequency with which the state board of accounts conducts financial examinations based on risk based criteria approved by the audit and financial reporting subcommittee of the legislative council. Eliminates the requirement that the state examiner must annually furnish forms and instructions to reporting officers. Specifies that certain examinations by the state board of accounts may (rather than must, under current law) be made without notice. Provides that the state board of accounts may only release examination workpapers and investigation records to certain persons. Adds provisions for allowing a public entity to have an examination: (1) conducted outside the time frame provided for by statute or state board of accounts guidelines, due to federal requirements, continuing disclosure requirements, or as a condition of a public bond issuance; or (2) conducted in accordance with generally accepted accounting principles. Provides that the results of an examination of the state board of accounts are confidential until approved and released for publication by the state examiner. Permits disclosure under certain circumstances. Provides that an executive or a fiscal officer of a unit may establish a fraud hotline telephone number that the public may use to report suspected fraudulent activity concerning officers or employees of the unit. Provides that: (1) the identity of a caller to a fraud hotline; and (2) a report, transcript, audio recording, or other information obtained from a fraud hotline; are exempt from public disclosure.

Public Law 184-2015
House Enrolled Act 1264
Political subdivision internal controls
Adds IC 5-11-1-28 and IC 36-1-23;
Amends IC 3-5-9-4; IC 3-5-9-6; IC 3-5-9-7; 5-3-1-3; IC 5-11-1-4;
IC 5-11-1-27; IC 6-1.1-17-16.2; IC 6-1.1-18-5; IC 20-26-7-18;
IC 36-1-4-9; IC 36-2-6-18; IC 39-3-4-21; IC 36-4-6-19; IC 36-8-10-3
- Effective July 1, 2015

 Beginning July 1, 2016, requires the following: (1) The legislative body of a political subdivision to ensure appropriate training of personnel concerning the political subdivision's internal control system. (2) The fiscal officer of a political subdivision to certify annually that certain internal controls and procedures are in place and that personnel have received training in the internal controls and procedures. (3) The state board of accounts (board) to issue a comment in its examination report if internal controls and procedures are not adopted or personnel have not received training. (4) The board to report the uncorrected violations to the department of local government finance (DLGF). (5) The DLGF may not approve the political subdivision's budget or supplemental appropriations if the political subdivision fails to adopt internal controls and procedures or train personnel. (6) Certain reporting and follow up related to a report of misappropriation of political subdivision funds. (7) Board action for material variances, losses, shortages, or thefts. Requires the board to develop or designate personnel training materials not later than November 1, 2015. Effective July 1, 2016, provides for restitution related to attorney general proceedings. Provides that certain political subdivisions may not issue bonds unless: (1) the political subdivision has filed required annual financial reports with the state board of accounts or (in the case of a school corporation) the department of education; and (2) the annual financial reports are prepared in accordance with all generally accepted accounting principles for financial accounting and reporting (GAAP) as established by the Governmental Accounting Standards Board. Provides that these requirements apply only as follows for school corporations: (1) After August 15, 2019, and before August 16, 2020, to a school corporation that has an average daily membership count (ADM) of greater than 25,000. (2) After August 15, 2020, to a school corporation that has an ADM of greater than 15,000. Provides that the state examiner may waive the requirement that the annual financial report comply with generally accepted accounting principles.

Additional 2015 Public Law Changes to Review

- Public Law 1-2015, SEA 62 2015 ISTEP program
- Public Law 5-2015, SEA 4 Technical corrections
- Public Law 37-2015, HEA 1188 Student teaching
- Public Law 44-2015, SEA 80 Taxation of internet access
- Public Law 52-2015, SEA 394 Reporting of government malfeasance
- Public Law 86-2015, SEA 556 Fire prevention and building safety
- Public Law 98-2015, HEA 1068 Background checks
- Public Law 99-2015, HEA 1194 High school diplomas
- Public Law 103-2015, HEA 1414 School safety drills
- Public Law 122-2015, SEA 530 Public notice in newspapers
- Public Law 171-2015, SEA 528 Preservation of public records
- Public Law 191-2015, HEA 1371 Public officials, liens, and restricted addresses
- Public Law 203-2015, SEA 251 Controlled projects
- Public Law 214-2015, HEA 1009 Education

Additional 2015 Public Law Changes to Review (continued)

- Public Law 215-2015, HEA 1108 Dyslexia
- Public Law 218-2015, HEA 1438 Adult high schools
- Public Law 219-2015, HEA 1483 Various education issues
- Public Law 220-2015, HEA 1635 Dual language immersion pilot program
- Public Law 221-2015, HEA 1636 Charter schools
- Public Law 223-2015, HEA 1638 State intervention in failing schools
- Public Law 224-2015, SEA 1 State board of education governance
- Public Law 226-2015, SEA 267 Dual language immersion; biliteracy
- Public Law 232-2015, SEA 476 School capital projects fund tax rate
- Public Law 233-2015, SEA 500 Education deregulation
- Public Law 239-2015, SEA 566 Education
- Public Law 241-2015, HEA 1466 Various pension matters
- Public Law 244-2015, HEA 1603 Property tax appeals
- Public Law 252-2015, HEA 1019 Common construction wage and public works

ADM – Detailed List

- Pursuant to the Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations:
 - Officials shall maintain records (enrollment cards, rosters, reporting forms, etc.) which substantiate the number of students claims for ADM.
 - The building level official (Principal, Assistant Principal, etc.) is responsible for reporting ADM to the School Corporation Central Office, should provide a written certification of ADM to properly document responsibility. The certification should at a minimum include a statement detailing the names and location of the records used (these records must be retained for public inspection and audit) to substantiate ADM claimed.

Prepaid Lunch Deposits

- Pursuant to The School Administrator, Volume 183:
 - Clearing Account Number 8400 Prepaid Food has been established to account for prepaid food. The collections are to be receipted to 8410 with 8420 representing the transfers out of the clearing account and recognition in the appropriate revenue classifications (1611 to 1614 series) in the School Lunch Fund. The transfer should be made periodically and at the end of the month to appropriately classify meals (breakfast, lunch, etc.) when known (charged by student). Subsidiary records by student should be routinely reconciled to the cash balance and at month end.

Fees

- Pursuant to the Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations:
 - Fees should only be collected as specifically authorized by statute or properly authorized resolutions or ordinances, as applicable, which are not contrary to statutory or Constitutional provisions.
 - IC 20-26-4-1 concerning duties of the School Corporation Treasurer, provides in part: "The treasurer is the official custodian of all funds of the school corporation and is responsible for the proper safeguarding and accounting for the funds." Therefore, all grant monies and properly authorized fees at an individual building should be transferred to the School Corporation Central Office on a timely and regular basis for receipting into the appropriate school corporation fund. The School Corporation Attorney should provide written guidance concerning whether fees are appropriate in regards to Constitutional provisions.

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